



Title:	<b>Confidentiality of Examination Materials</b>	Number:	042
Approved By:	Undergraduate Medical Education Committee		
Approval Date:	20 April 2020	Next Review:	April 2023
Effective Date:	1 May 2020		
Audience:	All faculty and staff		
Purpose:	Describes the policy and procedures for handling and distribution of confidential examination materials		
Related Policies:	019 Examination Conduct – All Years		
Exclusions:	None		
Contact:	Director of Assessment Manager Assessment Operations		

## Preamble

---

The MD Undergraduate Program places a high priority on safeguarding the confidentiality and security of examination (exam) materials before, during and after the administration of examinations.

## Policy

---

1. Faculty and staff must handle all examination materials such that the confidentiality and security of those materials is ensured.
2. Examination materials will be centrally managed by and stored in the Education Assessment Unit (EAU).
3. Examination materials (including booklets and checklists) must not be shared with faculty or staff before examinations without the express consent of the Faculty Lead responsible for the examination.
4. With the exception of the EAU, examination materials must not be accessed or stored on any devices after examinations.
5. With the exception of the EAU, all examination materials must be deleted after examinations.

## Procedure

---

### 1. Workplace Security

- 1.1. Staff In an open-plan area or workplace must ensure their computer screen is shielded. A privacy screen is recommended.
- 1.2. Computer screens must be locked when unattended. A timer on computers which locks after a brief period of inactivity is recommended.
- 1.3. Laptops and other electronic devices used for work must be encrypted and password-protected.

### 2. Before the Examination

- 2.1. All exam materials are confidential and must be distributed through Secure Assessment SharePoint. EAU will give restricted access to assessment staff at the distributed sites.



- 2.2. All exam material accessed or saved to a local device must be deleted once reviewed or edited and the device's trash must be emptied regularly (e.g. Standardized Patient Team and case documents for editing purposes, exam booklets downloaded for printing).
  - 2.3. Faculty requests for review of exam booklets before the exam must be forwarded to the Senior Assessment Coordinator responsible for the written exam.
    - 2.3.1. **Under no circumstances must the exam booklet(s) be shared with anybody without the explicit consent of the appropriate Faculty Leads responsible for the exam.**
    - 2.3.2. The Senior Assessment Coordinator will forward the request to the appropriate Course Director(s) or Co-Lead(s) for approval.
    - 2.3.3. Upon approval, the exam booklet will be shared by the Senior Assessment Coordinator using a secure file transfer service (e.g. Workspace or SharePoint). The appropriate Course Director(s) or Co-Lead(s) will be copied on the message.
  - 2.4. All hard copy exam material shipped from EAU to the distributed sites must be sent using a registered courier with a unique tracking number.
    - 2.4.1. EAU will notify all sites when the shipment has left Diamond Healthcare Centre.
    - 2.4.2. The distributed sites will email the EAU to notify that the shipment has arrived and all items have been accounted for.
  - 2.5. All exam materials at all sites must be kept in a secure location (a locked office or locked filing cabinet) with restricted access.
- 3. During the Exam**
- 3.1. Exam material must not be left unattended at any time.
  - 3.2. All papers must be accounted for at the end of the exam.
  - 3.3. Unused bubble sheets, OSCE checklists, paper copies of exam booklets and other exam materials must be accounted for before being destroyed via confidential shredding services.
    - 3.3.1. If documentation is missing, the local Program Manager and Administrative Director, as well as the Assessment Operations Manager, must be notified.
    - 3.3.2. Steps taken to locate the missing exam material must be documented.
- 4. After the exam**
- 4.1. Student answer bubble sheets and OSCE checklists must be scanned and posted to Secure Assessment SharePoint.
  - 4.2. Original documents must be returned to the EAU (to the attention of the Senior Assessment Coordinator responsible for that exam) using a registered, next day courier service, with a unique tracking number; EAU will be notified of tracking number.
  - 4.3. All faculty requests regarding the review of exam booklets and/ or OSCE checklists must be forwarded to the Senior Assessment Coordinator responsible for the written exam.
    - 4.3.1. The Senior Assessment Coordinator will forward the request to the appropriate faculty leads i.e. Course Director(s) or Co-Lead(s) or OSCE Site Director.
    - 4.3.2. Upon approval, the exam booklet and/ or OSCE checklists will be shared using a secure file transfer service (e.g. Workspace or SharePoint). The appropriate Course Director(s) or Co-Lead(s) will be copied on the message.



## Approvals History

---

Action	Committee	Date	Status
Draft	Assessment Operations Advisory Group	9 October 2019	Endorsed
Review	Student Assessment Subcommittee	March 2020	Endorsed
Review	Policy Advisory Subcommittee (PAS)	3 March 2020	Endorsed
Reviewed	FoM Legal Counsel	24 March 2020	Endorsed
Review	Undergraduate Medical Education Committee	20 April 2020	Approved